

Internal/External Posting  
**STATE OF MONTANA JOB VACANCY**

**DEPARTMENT OF CORRECTIONS**  
*An Equal Opportunity Employer*

August 29, 2008

<b>Job Title:</b>	Collections Technician	<b>Position No.:</b>	12112
<b>Division:</b>	Administrative & Financial	<b>Bargaining Unit:</b>	Na
<b>Location:</b>	Helena	<b>Supplement:</b>	Release of Information
<b>Status:</b>	Permanent/Full-Time	<b>Shift:</b>	To be determined
<b>Salary:</b>	\$11.47 to 14.337	<b>Pay Band:</b>	4

**Benefits:** State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees' retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.

**Application Deadline:** Applications may be returned to any local Job Service Office or the Department of Corrections by email, fax or hard copy.

Human Resources  
PO Box 201301  
1539 11th Ave.,  
Helena, MT 59620-1301

**fax to** (406) 444-4551  
**telephone:** (406) 444-2828

**email to** [hrcen@mt.gov](mailto:hrcen@mt.gov)

**No later than 5:00 p.m., September 12, 2008**

Application materials are available on the web at [www.cor.mt.gov](http://www.cor.mt.gov). Try our NEW on-line application process at this link.

**Reasonable Accommodations:** Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Human Resource Specialist at 444-2828.

**Equal Employment Opportunity Employer:** The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis and will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. The Department of Corrections is a smoke free agency.

**Typical Duties:** Acts as Department liaison to courts, officials, and Department staff. Develops and maintains positive relationships with internal processes, external agencies, local governments, and professional organizations to coordinate collection activities to ensure compliance needs. Responds both in written and oral communication to victims and offender inquiries concerning victim payments, restitution balances, and offender collections.

Research, develop, analyze, and maintain customer profiles using the Offender Collections System, Microsoft Excel and the DOC Offender Banking System. Performs write off of non-collectable accounts, refunds overpayments, and researches misapplied payments. Knowledge of the Department's ATG

restitution system and the Departments SABHRS accounts payable, accounts receivable, and deposit entries system.

Prepares monthly reconciliation's of offender restitution and supervision fee accounts. Compares activity between the accounts receivable & accounts payable modules reconciling financial activity to ensure compliance with MOMs Policy. Correct discrepancies by working with facility personnel & financial records.

Interpret court orders from Justice and District Court officials, State and Federal Probation & Parole Officers, local and state government officials to ensure collection amounts and victim information are correct and are recorded and dispersed in accordance with terms defined in the court order, as well as within the guidelines established in Montana ARMS Rules, created as a result of HB220.

Responsible for the creation and maintenance of ad-hoc progress reports for District Court Officials, Legislators, Department staff, sheriffs, victims and offenders as required. Develop and distribute monthly account balance reports to appropriate authorities.

### **Competencies:**

#### Communication

- Actively listens, probes and understands; restates or summarizes the message accurately; addresses misunderstandings; builds rapport; relates effectively at all levels of the organization; understands the purposes of the goals of the tasks; writes clearly and concisely

#### Commitment

- Reliable and dependable in performing job-related duties

#### Prioritizing, multi-tasking, balancing multiple projects

- Recognizes or establishes the relative importance of multiple issues, tasks and opportunities to maximize the productivity of the organization

#### Quality, Accuracy, Attention to Detail:

- Achieves excellent work results by attending to details; demonstrates an appropriate level of precision to complete projects successfully and to execute job responsibilities in a timely manner

#### Leadership

- Shares job-related facts and data with peers and others; listens and offers support and advice on job-related problems; improves the effectiveness of work processes by developing the skills of others

#### Teamwork

- Works cooperatively with others as part of a team as opposed to separately or competitively

#### Analytical Thinking

- Breaks problems into component parts; considers and organizes parts in a systematic way; looks for underlying causes or thinks through the consequences of different courses of action

**Education and Experience:** The knowledge, skills and abilities required to perform the duties of this position are typically acquired through a high school diploma or equivalent and one to two years of work-related experience.

**THE AGENCY MAY CONSIDER A TRAINING ASSIGNMENT FOR AN APPLICANT WHO DOES NOT MEET THE MINIMUM YEARS OF EXPERIENCE.**

**Application and Selection Process:** Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Persons with Disabilities Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections. **\*\*HIRING AUTHORITY DOES NOT RECEIVE DUE TO REQUEST FOR DATE OF BIRTH\*\***

**Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.**

**Immigration Reform and Control Act:** In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

**Military Selective Service Act:** You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

**\*\*SEE ATTACHED FORM\*\***

**DEPARTMENT OF CORRECTIONS  
AUTHORIZATION TO RELEASE INFORMATION**

<b>Applicant's Name:</b>	
<b>Other names Used:</b> (i.e.: maiden name, previous married names)	
<b>Social Security Number:</b>	
<b>Date of Birth:</b>	
<b>List of states where you have resided:</b>	

**TO WHOM IT MAY CONCERN:**

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

**This authorization shall be valid and effective for one year from the date signed.**

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

\_\_\_\_\_ No \_\_\_\_\_ Yes      Date: \_\_\_\_\_ Jurisdiction: \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_